

DATE: April 22, 2009

TO: More at Four Contract Administrators, More at Four Fiscal Contacts,
More at Four Program Contacts

FROM: Jamie Woodlief

RE: 2008-2009 OSR More at Four Quarterly Start-up Reports & Estimated Other
Resources Memo

Quarterly Start-up Reports

The quarterly Start-up Report for the third quarter was due to the State Office by **April 15, 2009**. If you have received any start-up funds as stated in your More at Four contracts and have *not* submitted your report to the State Office, please do so as soon as possible. If you have additional questions, contact Sherhonda Reid at 919-981-5347 or sherhonda.reid@ncmail.net.

Quarterly Start-up Report Due Dates are as follows:

<u>Quarter</u>	<u>Due Date</u>
First	October 15, 2008
Second	January 15, 2009
Third	April 15, 2009
Fourth	June 19, 2009

Link: http://www.osr.nc.gov/Forms/quarterly_start-up_report.xls

Estimated Other Resources

Updates to the on-line MAFPlan Estimated Other Resources (EOR) are due by **May 15, 2009**.

To update estimated other resources:

- Open the MAFPlan home page
- Click the Change Request button at the bottom of the page
- Click the Budget button at the top of the page
- Click the Change Request button in the lower left corner to create a Budget Change Request.
- Modify your updates/changes as necessary
- Enter an effective date at the lower left corner of the change request
- Click the submit button

If you have additional questions, contact Sherhonda Reid at 919-981-5347 or sherhonda.reid@ncmail.net.